

5 EVIDENCE HANDLING AND REPORT WRITING	Page 1 of 2
<div> Division of Forensic Science </div> <div> CONTROLLED SUBSTANCES TRAINING MANUAL </div>	Amendment Designator: A
	Effective Date: 21-October-2005
<div> <div> 5 EVIDENCE HANDLING AND REPORT WRITING </div> <div> <div> 5.1 Objectives </div> <div> <div>5.1.1 For the trainee to understand the fundamentals of evidence security and report writing</div> <div>5.1.2 To familiarize the trainee with the LIMS system</div> </div> <div> 5.2 Modes of Instruction </div> <div> <div>5.2.1 Demonstration by the TC of evidence handling and report writing</div> <div>5.2.2 Self-directed study through reading assignments and study questions</div> </div> <div> 5.3 Reference </div> <div> <div>5.3.1 <i>Quality Manual</i>, Division of Forensic Science (§ 12, 16, and 20)</div> <div>5.3.2 LIMS system manual</div> <div>5.3.3 <i>Code of Virginia</i> (§ 19.2-187.01)</div> <div>5.3.4 <i>Code of Virginia</i> (§ 54.1-3431)</div> </div> <div> 5.4 Assignments </div> <div> <div>5.4.1 Completion of required reading assignments (5.3.1, 5.3.3, 5.3.4)</div> <div>5.4.2 Demonstration of proper chain of custody practices by the TC</div> <div>5.4.3 Study questions</div> </div> <div> 5.5 Study Questions </div> <div> <div>5.5.1 Explain the parallel chain of custody methods used by the Division.</div> <div>5.5.2 Define a proper seal.</div> <div>5.5.3 What is the proper way to mark evidence?</div> <div>5.5.4 Who has access to the main evidence storage room? Your personal locker?</div> <div>5.5.5 Who has access to your work area?</div> <div>5.5.6 Describe the procedures for access to your locker in your absence.</div> <div>5.5.7 Explain the lock box procedure.</div> <div>5.5.8 Explain how to handle evidence which also needs a latent print analysis.</div> <div>5.5.9 Explain how to handle evidence which also needs a DNA analysis.</div> <div>5.5.10 Explain how Certificates of Analysis are generated in the Controlled Substances section.</div> </div> </div> </div>	

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<div> <div>5.5.11</div> <div>Explain how Certificates of Analysis act as <i>prima facie</i> evidence.</div> </div> <div> <div>5.6</div> <div>Modes of Evaluation</div> </div> <div> <div>5.6.1</div> <div>Written Examination</div> </div> <div> <div>◆ End</div> </div>	